



## **Administrative Assistants \* Catholic Charities of Orange, Sullivan & Ulster**

**Overview:** Catholic Charities of Orange, Sullivan, & Ulster are seeking an Administrative Assistants in Monticello, NY.

The Administrative Assistant Manages a variety of administrative procedures and systems associated with the clinic; becoming familiar with and understanding policies and procedures associated with the internal and external reporting requirements; and maintains full compliance with the federal confidentiality regulations governing substance abuse records as outlined in 42 CFR Part 2 and HIPAA. The Administrative Assistant is granted full access, use and disclosure authorization relative to protected client-related health information.

### **Requirements:**

High School or GED equivalent  
1-year experience  
Reference check

### **Skills required:**

Proficient with Microsoft Office  
Experience with verifying benefits and Medicaid eligibility  
Experience with Electronic Health records and data entry  
Trustworthy to handle client payments and deposits

**Hours and salary:** This is a full time position. M-F, 3 days 8AM - 4PM, 2 days 11AM-7PM \$18.00 hourly, plus generous, full benefits; Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

Catholic Charities of Orange, Sullivan & Ulster is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristics protected by law.

**To apply** contact Rosetta McNeal by emailing [Rosetta.McNeal@cccsos.org](mailto:Rosetta.McNeal@cccsos.org).